

## **SIMPLIFIED INSTRUCTIONS FOR FILLING OUT THE KENTUCKY DIVISION OF WATER APPLICATION FOR A PERMIT TO CONSTRUCT ACROSS OR ALONG A STREAM AND / OR WATER QUALITY CERTIFICATION**

Some items on the application occasionally cause uncertainty or need explanation. These tips should minimize the need for requests for additional information, which can delay your permit. Please type or complete the application in ink. Applications completed in pencil are not acceptable.

**Item 1.** The 'Owner' is the responsible entity making application for the permit. By making an application, the 'Owner' verifies that they have all necessary legal rights to complete the project on the designated site, which is further confirmed by item 11 and signatory line. The 'Owner' may be an individual, couple, partnership, corporation, or any other legal entity with the aforesaid rights. If a corporation or partnership, include name of contact person. If possible also provide a contact phone number where someone can be reached during working hours. It can facilitate the permit process.

**Item 2.** This is only applicable if you have authorized someone else to act on your behalf to obtain the permit. (See Item 11 below)

**Item 3.** This is only applicable if the project requires the services of an engineer. Smaller projects often do not require the services of an engineer to make an application. If you do retain an engineer or surveyor, we will need to be able to contact them.

**Item 4.** Usually a general description is sufficient. We do not generally require detailed plans, but do need to know the size, depth, length, etc of the project. We need any pertinent information that will enable us to determine a project's influences on a stream or a floodplain.

**Item 5.** List the county the project is in and the nearest surrounding community.

**Item 6.** List the USGS Quad name and the latitude/longitude. Your local floodplain coordinator should be able to help you find this information.

**Item 7.** Name the stream that the project is in the floodplain of and the watershed in acres.

**Item 8.** List in linear feet how much stream is going to be impacted.

**Item 9.** This is very important in the process of your application. Give directions to the site by identifying crossroads, intersections, streams and any other geographical feature. **Include Maps!**

**Item 10.** Mark yes or no, depending on if any of the project has been started. If it has been started, we need to know what has been completed. Drawings need to be submitted for the review process.

**Item 11 & 12.** Give your best estimates. You have one year from the issuance of a permit to begin construction. If you do not begin within the year, generally the permit can be renewed if there are no changes to the project. (A final construction report is required when the project is complete.)

**Item 13.** If there has been a permit issued from the US Army Corps of Engineers, submit a copy along with the application.

**Item 14.** You **must** address either (a) or (b). If public notice is required, a newspaper clipping or an affidavit is required before the permit can be issued.

**Item 15.** Self-explanatory. (Help may be found by contacting your local floodplain coordinator.)

**Item 16.** List anything that you sent along with your application. This is a good way for us to keep up with all attachments. A topographical map **needs** to be one of these attachments.

**Item 17. Very important! This must be clearly initialed by the property owner. If this is not complete, the application will be returned to you causing a delay in the permitting process.**

**Item 18.** Any additional information that may contribute to the permit process.

You will notice that there are two signature lines. **Both** the 'Owner' (or agent/engineer with Power of Attorney) **and** the local floodplain coordinator need to sign the application and date it in ink. If one or both signatures are missing the application will be returned and delay the process of your application.

We must have the **original** application before the application can be issued.

**COMMONWEALTH OF KENTUCKY  
NATURAL RESOURCES & ENVIRONMENTAL PROTECTION CABINET  
DEPARTMENT FOR ENVIRONMENTAL PROTECTION  
DIVISION OF WATER**

**APPLICATION FOR PERMIT TO CONSTRUCT ACROSS OR ALONG A STREAM  
AND / OR WATER QUALITY CERTIFICATION**

Chapter 151 of the Kentucky Revised Statutes requires approval from the Division of Water prior to any construction or other activity in or along a stream that could in any way obstruct flood flows or adversely impact water quality. *If the project involves work in a stream, such as bank stabilization, dredging or relocation, you will also need to obtain a 401 Water Quality Certification (WQC) from the Division of Water.* This completed form will be forwarded to the Water Quality Branch for WQC processing. The project may not start until all necessary approvals are received from the KDOW. For questions concerning the WQC process, contact John Dovak at 502/564-3410.

If the project will disturb more than 1 acre of soil, you will also need to complete the attached Notice of Intent for Storm Water Discharges, and return both forms to the Floodplain management Section of the KDOW. This general permit will require you to create an implement an erosion control plan for the project.

1. **OWNER:** \_\_\_\_\_  
Give name of person(s), company, governmental unit, or other owner of proposed project.

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

2. **AGENT:** \_\_\_\_\_  
Give name of person(s) submitting application, if other than owner.

**ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

3. **ENGINEER:** \_\_\_\_\_ **P.E. NUMBER:** \_\_\_\_\_  
Contact Division of Water if waiver can be granted.

**TELEPHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

4. **DESCRIPTION OF CONSTRUCTION:** \_\_\_\_\_  
Describe the type and purpose of construction and describe stream impact

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **COUNTY:** \_\_\_\_\_ **NEAREST COMMUNITY:** \_\_\_\_\_

6. **USGS QUAD NAME** \_\_\_\_\_ **LATITUDE/LONGITUDE:** \_\_\_\_\_

7. **STREAM NAME:** \_\_\_\_\_ **WATERSHED SIZE (in acres):** \_\_\_\_\_

8. **LINEAR FEET OF STREAM IMPACTED:** \_\_\_\_\_

9. **DIRECTIONS TO SITE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **IS ANY PORTION OF THE REQUESTED PROJECT NOW COMPLETE?** ☐ Yes ☐ No If yes, identify the completed portion on the drawings you submit and indicate the date activity was completed. DATE: \_\_\_\_\_
11. **ESTIMATED BEGIN CONSTRUCTION DATE:** \_\_\_\_\_
12. **ESTIMATED END CONSTRUCTION DATE:** \_\_\_\_\_
13. **HAS A PERMIT BEEN RECEIVED FROM THE US ARMY, CORPS of ENGINEERS?** ☐ Yes ☐ No If yes, attach a copy of that permit.
14. **THE APPLICANT *MUST* ADDRESS PUBLIC NOTICE:**

**(a) PUBLIC NOTICE HAS BEEN GIVEN FOR THIS PROPOSAL BY THE FOLLOWING MEANS:**

- \_\_\_\_\_ Public notice in newspaper having greatest circulation in area (provide newspaper clipping or affidavit)
- \_\_\_\_\_ Adjacent property owner(s) affidavits (Contact Division of Water for requirements.)

**(b) \_\_\_\_\_ I REQUEST WAIVER OF PUBLIC NOTICE BECAUSE:**

\_\_\_\_\_

Contact Division of Water for requirements.

15. **I HAVE CONTACTED THE FOLLOWING CITY OR COUNTY OFFICIALS CONCERNING THIS PROJECT:**

\_\_\_\_\_

Give name and title of person(s) contacted and provide copy of any approval city or county may have issued.

16. **LIST OF ATTACHMENTS:** \_\_\_\_\_

\_\_\_\_\_

List plans, profiles, or other drawings and data submitted. Attach a copy of a 7.5 minute USGS topographic map clearly showing the project location.

17. **I, \_\_\_\_\_ (owner) CERTIFY THAT THE OWNER OWNS OR HAS EASEMENT RIGHTS ON ALL PROPERTY ON WHICH THIS PROJECT WILL BE LOCATED OR ON WHICH RELATED CONSTRUCTION WILL OCCUR (for dams, this includes the area that would be impounded during the design flood).**

18. **REMARKS:** \_\_\_\_\_

\_\_\_\_\_

I hereby request approval for construction across or along a stream as described in this application and any accompanying documents. To the best of my knowledge, all the information provided is true and correct.

**SIGNATURE:** \_\_\_\_\_

Owner or Agent sign here. (If signed by Agent, a Power of Attorney should be attached.)

**DATE:** \_\_\_\_\_

**SIGNATURE OF LOCAL FLOODPLAIN COORDINATOR:**

\_\_\_\_\_

Permit application will be returned to applicant if not properly endorsed by the local floodplain coordinator.

**DATE:** \_\_\_\_\_

**SUBMIT APPLICATION AND ATTACHMENTS TO:**

Floodplain Management Section  
Division of Water  
14 Reilly Road  
Frankfort, KY 40601